

HOME ECONOMICS STAFF ASSISTANT SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
0240	Home Economics Staff Assistant I	02	504	6 mo.	08/27/92
0241	Home Economics Staff Assistant II	02	504	6 mo.	08/27/92
0242	Home Economics Staff Assistant III	03	504	6 mo.	08/27/92

Promotional Line: 272

Series Narrative

Employees in this series are engaged in the procurement, storage, control, use, and maintenance of commodities and equipment (such as textiles, food, chemicals, and instruments used to process, test, or analyze them) for instructional programs in home economics. At the upper level of the series employees participate in the development and implementation of programs, budgets, and facilities of home economics departments.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Home Economics Staff Assistant I **0240**

Employees at this level serve as entry-level assistants in the purchase, storage, inventory, use, and maintenance of commodities and equipment in home economics classrooms and laboratories. They work under general supervision from a designated supervisor.

A Home Economics Staff Assistant I typically –

1. from specific instructions, purchases supplies, textiles, and food commodities
2. following storage instructions, unpacks and stores perishable and nonperishable items
3. with instruction from higher level staff or faculty, sets up laboratories for routine exercises (such as analyzing tissue, food, or feed composition and measuring textile durability)
4. maintains tallies of items purchased, costs, and utilization
5. serves as lead worker, assigning and reviewing work of housekeepers and students
6. participates in the cleaning and maintenance of laboratory equipment and utensils
7. maintains an inventory record of departmental equipment
8. performs other related duties as assigned

Level II: Home Economics Staff Assistant II**0241**

Employees at this level serve as experienced assistants in the purchase, storage, inventory, use, and maintenance of a variety of commodities and equipment in home economics classrooms and laboratories. They work under direction from a designated supervisor.

A Home Economics Staff Assistant II typically –

1. working closely with faculty or staff, determines need for and procures supplies, textiles, chemicals, and equipment; researches alternative purchase options and compares price, quality, service, and accessibility
2. coordinates laboratory preparation for a variety of routine exercises or assists in preparations for more complex ones involving textiles, chemicals, equipment, or foods (such as advanced tissue analysis and textile composition)
3. determines requirements for and stores food, textiles, and chemicals
4. tracks inventory and commodity use; provides periodic costing and utilization reports to be used in budget forecasting
5. performs preventative maintenance and makes minor repairs on departmental equipment and supplies
6. organizes, stores, monitors, and disposes of toxic and nontoxic chemicals used in laboratories
7. maintains special collections (such as historic textile or costume collections) and associated records
8. assigns and reviews work of subordinate employees
9. performs other related duties as assigned

Level III: Home Economics Staff Assistant III**0242**

Employees at this level manage the commodities and equipment used in the classrooms and laboratories of a home economics department. They also provide assistance in the development/modification and implementation of departmental programs, budgets, and facilities. They work under administrative direction from a designated administrator.

A Home Economics Staff Assistant III typically –

1. in consultation with faculty, organizes laboratories in all areas of home economics to best meet faculty needs; independently procures supplies and selects equipment, considering the most efficient means of providing them
2. assists faculty and students in planning and developing unique laboratory exercises (such as those testing the strength of textile fibers, comparing energy conservation properties of materials, and analyzing the mineral/trace-element composition of foods)

3. researches options and makes recommendations for the repair or renovation of laboratory facilities, equipment, and technical systems; coordinates preventative maintenance and repair of departmental equipment, supplies, and facilities
4. supervises subordinate employees
5. develops and modifies tracking systems for departmental inventories (equipment, supplies, chemicals, and special collections); generates reports on usage and cost of items for use in budget forecasting
6. determines and maintains procedures to assure safe handling and disposal of toxic materials
7. represents unit on departmental or university committees related to areas of responsibility
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Home Economics Staff Assistant I

0240

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following types of preparation:
 - (a) experience in the purchase and storage of perishable and nonperishable chemicals, textiles, and/or food items
 - (b) credit for college course work in fields related to home economics laboratories (such as foods, textiles, and chemistry)

that totals 1.0 unit according to the following conversion rates:

one year of "a" = 1.0 unit

twelve semester hours of "b" = 1.0 unit.

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. mathematical skills
2. ability to procure commodities and supplies
3. ability to maintain automated records and inventories
4. ability to set up home economics laboratories

5. ability to maintain equipment
6. ability to monitor the work of others
7. ability to prioritize and change task schedules
8. ability to work under time constraints or pressure
9. willingness and ability to work with many types of personalities

Level II: Home Economics Staff Assistant II**0241****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. possession of credential requirement listed for the Home Economics Staff Assistant I
2. two years of work experience comparable to that gained as a Home Economics Staff Assistant I, including experience in a variety of areas (such as foods, textiles, and/or chemistry)

Credit for college course work in fields related to home economics laboratories (such as textiles, chemistry, and foods) may be substituted for up to one of the above two years on the basis of one semester hour of credit being equivalent to one month of experience.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. attribute requirements listed for the Home Economics Staff Assistant I
2. knowledge of textiles, chemicals, and food stuffs, including shelf life and proper disposal
3. knowledge of home economics instructional programming
4. skill in the maintenance of records and inventories; ability to prepare reports
5. ability to investigate costs
6. ability to determine appropriate quantities of supplies needed
7. ability to assist instructors in the preparation of more complex laboratory exercises
8. supervisory ability
9. good communications skills
10. ability to learn automated records systems and programs used by department

Level III: Home Economics Staff Assistant III**0242****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. possession of credential requirements listed for the Home Economics Staff Assistant II
2. three years of work experience comparable to that gained as a Home Economics Staff Assistant II

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of a wide variety of textiles, chemicals, and food stuffs, including shelf life and proper disposal
2. broad knowledge of home economics instructional programming
3. skill in providing assistance to instructors in the preparation of laboratory exercises
4. proficiency in the maintenance of records and inventories; skill in the preparation of reports
5. good communications skills
6. ability to manage commodities and equipment of department
7. inclination towards decision making
8. ability to supervise and provide direction to employees or students
9. ability to learn automated records systems and programs used by department
10. ability to learn departmental and university policies and procedures
11. willingness of stay up-to-date on current trends and theories
12. ability to work under pressure or time constraints
13. willingness and ability to work with a variety of personality types

Home Economics Staff Assistant I	Revised
Home Economics Staff Assistant II	New
Home Economics Staff Assistant III.....	New